From:	SCHOOL FINANCE [INBOX]
Sent:	Wednesday, December 17, 2008 10:16 AM
Subject:	STaR Team SAIS Bulletin No. 8 (FY09)
Attachments:	SchFin Memo 09-034_Statewide Data Processing Schedule Change.pdf

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Arizona Department of Education
System Training and Response (STaR) Team
http://www.ade.az.gov/schoolfinance/star

STaR Team Bulletin No. 8 (FY09) – Change in ADE SAIS Data Processing Schedule
December 17, 2008

Per School Finance Memo 09-034 (attached to this message), effective in January 2009, the Arizona Department of Education will implement a new schedule for statewide monthly processing of SAIS data. Prior to January 2009, ADE procedure involved taking SAIS offline at 4:00 p.m. on the last ADE business day of each month for monthly SAIS data processing, including aggregation, transferring data from the Student Detail system to the Student Counts system, and updating appropriate Student Counts reports. SAIS data processing also regularly occurred at mid-month. It was determined that running both mid-month and month-end data processing resulted in the system being offline for an inconvenient amount of time; therefore, the new data processing schedule was developed.

Beginning in January, statewide SAIS data processing will occur only once each month, beginning at 4:00 p.m. on the *third Friday* of each month. This new schedule commences on Friday, January 16, and will be ADE procedure for every month thereafter, with the exception of June 2009. That month, SAIS will remain open until 4:00 p.m. Tuesday, June 30, 2009, at which time it will close for end of year data processing. Refer to the Student Detail Activity Calendar at http://publicportal.ade.az.gov/sites/SF/Web%20Pages/Student%20Detail%20Activities.aspx for processing time estimates.

<u>**SAIS Data Reconciliation**</u>

Throughout the STaR Team's existence, our SAIS data reconciliation recommendation has been that LEAs strive for "complete, accurate, Integrity-error-free data on the last ADE business day of the month." Our instruction must now change to "complete, accurate, Integrity-error-free data by 4:00 p.m. on the **third Friday** of each month." Charter schools and any districts paid on current year SAIS data should make note of the third Friday of each upcoming month because the subsequent month's payment will be based on the data in SAIS as of 4:00 p.m. on each third Friday. For example, the payment issued on February 15, 2009 will be based on data in SAIS at 4:00 p.m. on Friday, January 16, 2009; the payment issued on March 15, 2009 will be based on data in SAIS at 4:00 p.m. on Friday, February 20, 2009; and so on.

STaR Team training documents will be updated with this data processing schedule change as soon as possible.

Whenever you have immediate need for assistance with specific issues related to SAIS, please visit our web site at http://www.ade.az.gov/schoolfinance/star/ and click on "Request for SAIS Training and Assistance."

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STATE OF ARIZONA

SCHOOL FINANCE MEMORANDUM   09-034

TO: **Superintendents, Business Managers, Administrators, and SAIS Technology Coordinators**

FROM: **Vicki Salazar, Associate Superintendent of Business and Finance**

DATE: **December 16, 2008**

SUBJECT: **Statewide Data Processing Schedule Change**

SAIS will be taken offline on December 24, 2008 at 4:00 p.m. to process data for the payment to be issued on January 15, 2009. The system is expected to be back online January5, 2009.

Effective January 16, 2009, the monthly statewide SAIS data processing will begin at 4:00 p.m. on the third Friday of each month rather than at 4:00 p.m. on the last ADE business day of each month . The exception to this schedule will be the month of June where the monthly SAIS data processing will occur on June 30, 2009.

Therefore the scheduled dates for system downtime due to statewide SAIS data processing are:

Student Details Unavailable at 4:00pm	Student Details Access Restored at 8:00am
12/24/2008	1/5/2009
1/16/2009	1/21/2009
2/20/2009	2/25/2009
3/20/2009	3/25/2009
4/17/2009	4/22/2009
5/15/2009	5/20/2009
6/30/2009	7/13/2009

This scheduling change was made following discussions with various public schools and subcommittees concerning the need to limit the amount of time the SAIS Student Details system is unavailable. There will no longer be both a mid-month and month-end processing cycle; rather, SAIS will be offline for data processing only once each month beginning at 4:00 p.m. on the third Friday. The third Friday of each month was selected as the closing date to ensure that the beginning of the offline cycle occurred on a weekend. In most cases this will increase the amount of time schools have to review their student counts and payment reports to prepare for their next month's payment.

The Student Detail Activity Calendar has been updated at to reflect this new schedule. The schedule of system availability is always subject to change and so the online calendar should be reviewed regularly. This calendar is available at http://www.azed.gov/sdac.

Any questions relating to this memo may be directed to Teddy Dumlao via email at Teddy.Dumlao@azed.gov .